

**Cal State LA College of Arts & Letters**  
Internship Guidelines and Procedures  
December 18, 2020 rev, February 12, 2021

*Internship Guiding Principles*

- The internship is focused on student learning, networking, and professionalization.
- Learning objectives must be clear to the student, a supervising faculty member, and the site supervisor.
- The internship activities should align with the learning objectives.
- The learning objectives should be evaluated and assessed by the site supervisor and a supervising faculty member at the home institution.
- The student will be required by their faculty supervisor to complete learning assessments (e.g., journal, summative essay).
- Student learning objectives, activities, and evaluation plans should be agreed to in writing by student, supervising faculty member, home institution, site supervisor, and external organization on the form following.

*Who is Eligible?*

- College of Arts & Letters students must meet the prerequisites of the internship course in their department.
- Students must be registered in an internship course for credit under supervision of a member of the faculty

*Procedures*

1. Secure an internship with a company or firm.
2. Review all internship materials: this Guidelines and Procedures Document, Internship Application, Internship Agreement, and Internship Learning Site Agreement
3. Meet with supervising faculty member to discuss internship requirements and complete the Internship Application
4. **Must have Internship Learning Site Agreement form completed and signed by internship site.**
5. Secure student liability insurance. (Go to “Cashnet” on your My Cal State LA page and select “Student Liability Insurance to pay the \$20 fee)
6. Submit signed agreements and insurance receipt to departmental coordinator to receive permit to register for the Internship Class in your department
7. Undertake internship
8. Complete course assessments and submit to faculty supervisor to receive credit and course grade.

**Cal State LA College of Arts & Letters**  
**INTERNSHIP APPLICATION**

STUDENT NAME: \_\_\_\_\_ CIN: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SEM/YR OF COURSE REGISTRATION:

CR HOURS REQUESTED (normally 1 credit= 45 hours work):

COURSE PREFIX & NUMBER: \_\_\_\_\_

FACULTY MEMBER LISTED IN COURSE SCHEDULE:

FACULTY/STAFF MEMBER SUPERVISING WORK (if different):

Learning Outcomes of Internship:

Description of Internship: Be specific about duties and responsibilities as an intern.

Learning Outcomes Assessment: (How will success be defined & measured?)

PROPOSED COMPLETION DATE (IF DIFFERENT FROM END OF SEMESTER):

- **To the Student:** I understand that I must satisfactorily complete the assignments as outlined above in the Brief Description of Proposed Study by the date agreed upon with the supervising instructor.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

- **To the Faculty/Staff Member supervising the student's work:** I accept the student's Proposed Study as described above and will be responsible for assigning a grade upon completion of the work.

\_\_\_\_\_  
Faculty Signature \_\_\_\_\_  
Date

- **To the Department Chair:** The Proposed Study and means of assessment as described above have been reviewed by me and are approved.

\_\_\_\_\_  
Chair Signature \_\_\_\_\_  
Date